



Human Resources

DATE POSTED: May 14, 2010

REQ. # 10-019

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05/14/2010 TO 05/20/2010
but will remain open until filled

DEPARTMENT/DIVISION
PARKS & RECREATION – GOLF COURSE

POSITION AVAILABLE
PRO SHOP ATTENDANT – PART TIME

OF OPENINGS
2

STARTING SALARY
\$8.79

COMMENTS
DRIVING POSITION
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 1010
PAY GRADE: 06
SALARY: \$8.79 - \$13.59
PRO SHOP ATTENDANT

MAJOR FUNCTION: Main function and responsibility operation of the point-of-sale register collecting green and cart fees, prepare bank deposit for their shift. Greet and assist patrons as they enter the Golf Shop. Explain golf course Policies and Procedures as necessary.

KNOWLEDGE, ABILITIES AND SKILLS: Ability to interact with the public in a warm, friendly manner. Must be able to work and communicate with the public. Ability to establish and maintain effective working relationship with general public, employees and officials. Knowledge of golf course Policies and Procedures and the ability to explain these tactfully to the public. Math skills sufficient to make change, balance end of the day summary sheets, and prepare bank deposits. Assist with answering phones and schedule tee times. Computer skills for cash register and tee time records.

ESSENTIAL JOB FUNCTION: Check in patrons and collect green and cart fees, balance the end of the shift financial report, prepare bank deposits, issue rainchecks, sell range tokens. Provide golfing information to patrons as needed. Tactfully converse in a clear, concise manner golf course policy procedures e.g. dress code, keeping all unauthorized persons out of register and tee time area. Responsible for keeping adequate supply of tees, balls, scorecards, pencils available for patrons. Assist with the responsibility for general housekeeping e.g. polishing front desk, keeping computer monitor, keyboard and phones clean, dusting all fixtures, cleaning of front windows, entrance doors, glass shelves/counters. These duties are to be incorporated in the daily routine of opening and closing the Golf Shop. Vacuuming the Golf Shop, Administrative Offices, and entrance foyer at end of Shift daily. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Constant standing, use of both hands, fingers and legs with dexterity. Very frequent use of good near vision, good hearing. Occasional lifting up to 30 lbs.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constantly working inside the Golf Shop in a standing position.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Graduation from high school or possession of an acceptable, equivalency diploma. A comparable amount of training and experience may be substituted for the minimum requirements.

MINIMUM QUALIFICATIONS: Some experience in the golf business or retail environment.

LICENSES, CERTIFICATES, OR REGISTRATION: May require a valid Florida Driver's License and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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